

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
POSTSECONDARY/ADULT VOCATIONAL BUSINESS EDUCATION
Effective, Spring 2003

I. Requirements for a Five-Year Certificate:

- A. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.);
- B. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
- C. Completion of one of the following professional vocational education courses: vocational philosophy, vocational guidance, occupational analysis or adult education.

II. Requirements for a Two-Year Certificate:

- A. Baccalaureate degree in a business related major (accounting, finance, management, computer science, administrative office systems, etc.);
- B. One thousand (1,000) hours of directly related occupational (non-teaching) experience.

III. Requirements for Certificate Renewal

- A. A five (5)-year certificate may be renewed upon confirmed attendance at three (3) vocational education conferences during the five (5)-year period. Attendance records are kept on file in the state office; or
- B. A two (2)-year certificate may be reissued one time for a maximum of four (4) years based upon evidence of progress toward the completion of the professional education course and/or occupational work hours required for a five (5)-year certificate.